



## **Week 1 - Introduction to the Internet**

### ***Class Objectives***

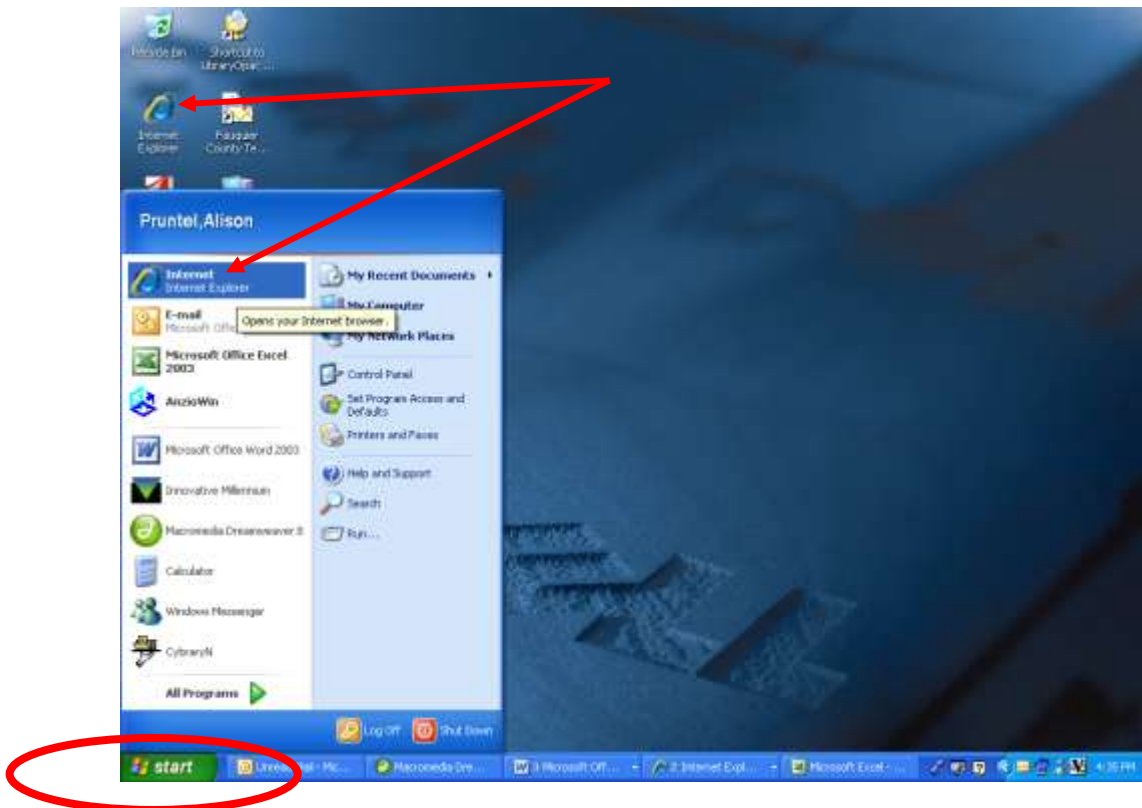
You should leave today with the ability to:

- Type in an Internet address to go to a particular web site
- Click on an underlined link or image to connect to a web site
- Use the mouse to scroll up and down the page
- Use the back and forward buttons on a browser
- Use an Internet search engine to find information
- Print out a web page

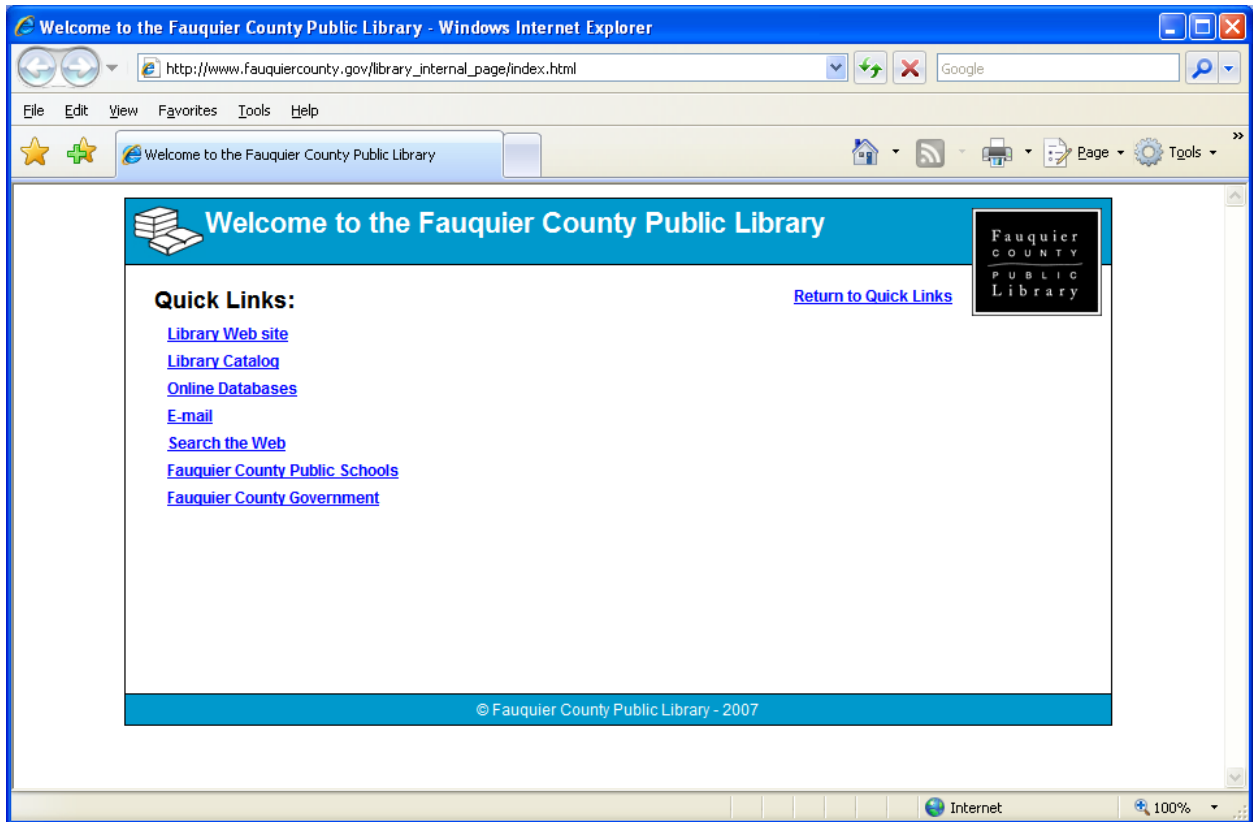
### ***Step 1: Opening up the Web Browser...***

Once you log on to a Fauquier County Public Library public computer (or use your own computer), you will need to open up the Web browser (Internet Explorer, for example).

Click on the “Start” menu at the bottom left of your computer (or the IE icon on your desktop if you are using your own computer) to launch the Web browser...



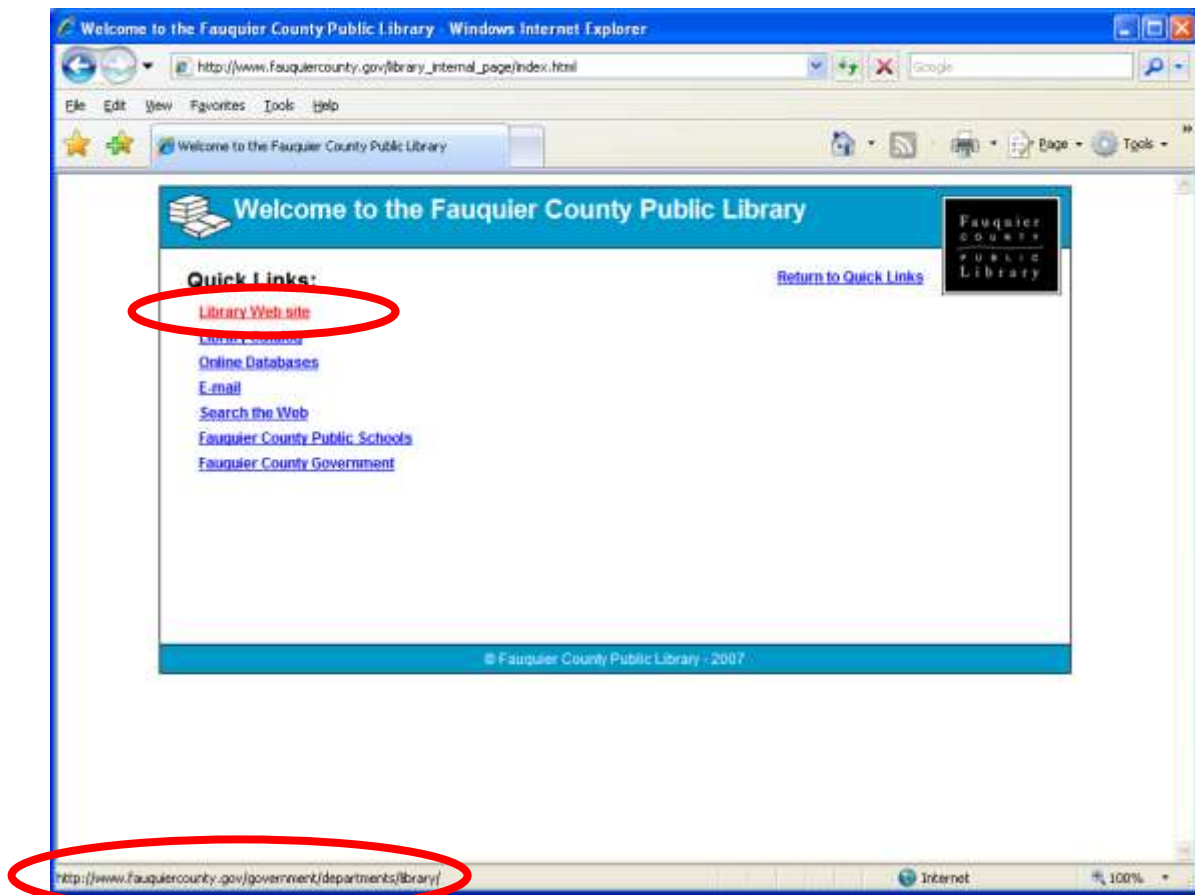
Once you’ve opened/launched Internet Explorer **at the library**, you will then see the following screen...





## ***Step 2: Using Internet Explorer to Visit a Web Site...***

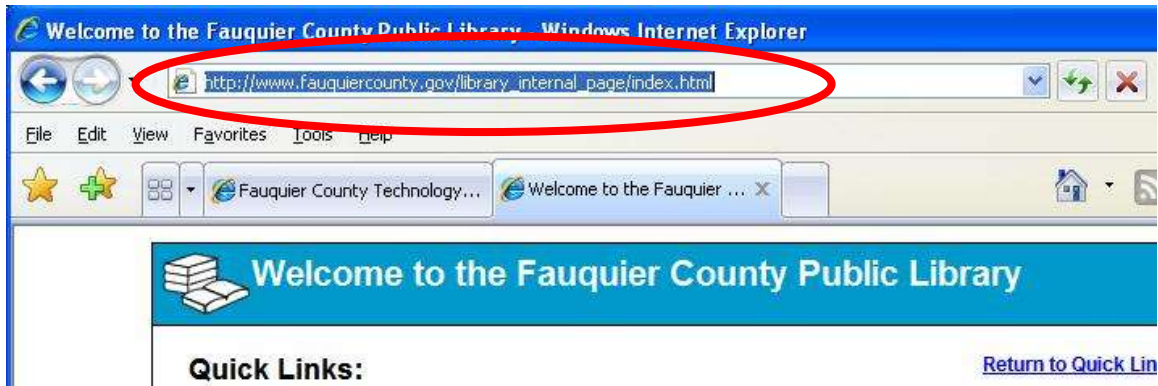
For today's class, let's check out the library's Web site. There are two ways you can do this:

1. Using your mouse, click on the "Library Web site" link on the library "Quick Links" page:



How do you know that “Library Web site” is clickable, i.e., is a hyperlink? You’ll notice that the text is underlined, in blue, and when you place your cursor over the link, the  becomes a . The text may change to a different color when your cursor is placed over it. You’ll see a Web site address down at the bottom left of the browser window. Those are clues that the text is clickable and will take you to another Web page.

2. Now we will type in a Web site address versus clicking on a link in order to “go somewhere.” Type in the library’s Web site address/URL in the address bar of the browser:



Note: Each page on the Internet has its own address (for example, <http://library.fauquiercounty.gov> or <http://www.aarp.org>).

- Click on the current address in the Address Bar and press "Backspace" to erase;
- Type in a new address - [library.fauquiercounty.gov](http://library.fauquiercounty.gov)
- Press "Enter" or hit the green arrow key

**While the page is loading you'll notice . . . .**

- The progress bar fills up. It is located at the bottom of the browser screen. As the page is rendering, the bar turns green.
- The Explorer icon rotates. Taking too long? Press "Stop" (red X icon) and "Refresh" (icon w/two green arrows).



### Step 3: Moving Around

Click the arrows on the right to move up or down a particular page (the example below shows the Local History/Genealogy page on the library's Web site)...



Or, left-click on the vertical bar to the right and, keeping the left-click button depressed, “drag” the bar up or down the page;

Practice clicking on other hyperlinks. When you want to go back to previous pages, click the left arrow/back button on the browser. To move forward, click the right arrow/forward button on the browser.





If you're completely lost and want to get back to where you started, click the house icon, which will take you to the home page. If you're at the library, it will be the "Quick Links" page, [http://www.fauquiercounty.gov/library\\_internal\\_page/index.html](http://www.fauquiercounty.gov/library_internal_page/index.html). You may have something different set up as your home page at home.

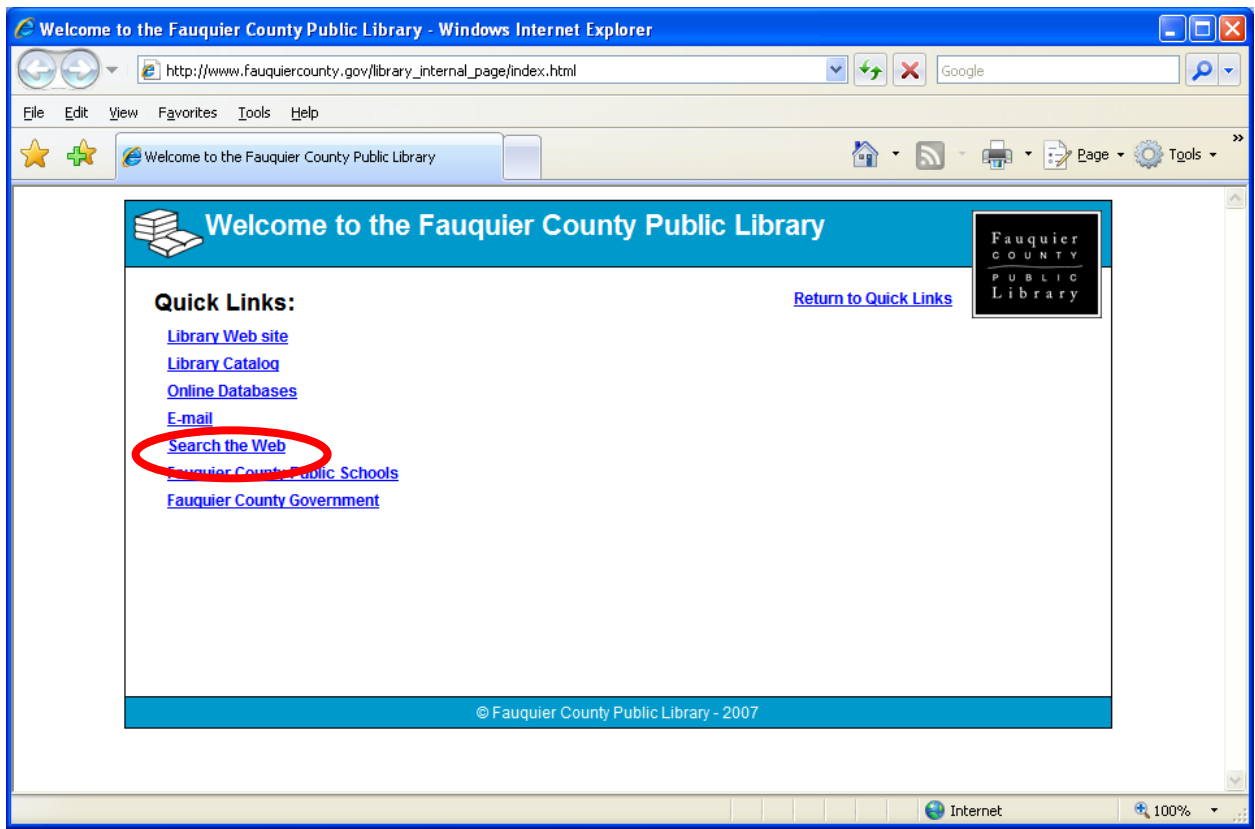


#### ***Step 4: Using an Internet Search Engine to Find Information***

You probably have heard people mention that they've "Googled" something on the Internet. Now it's your turn.

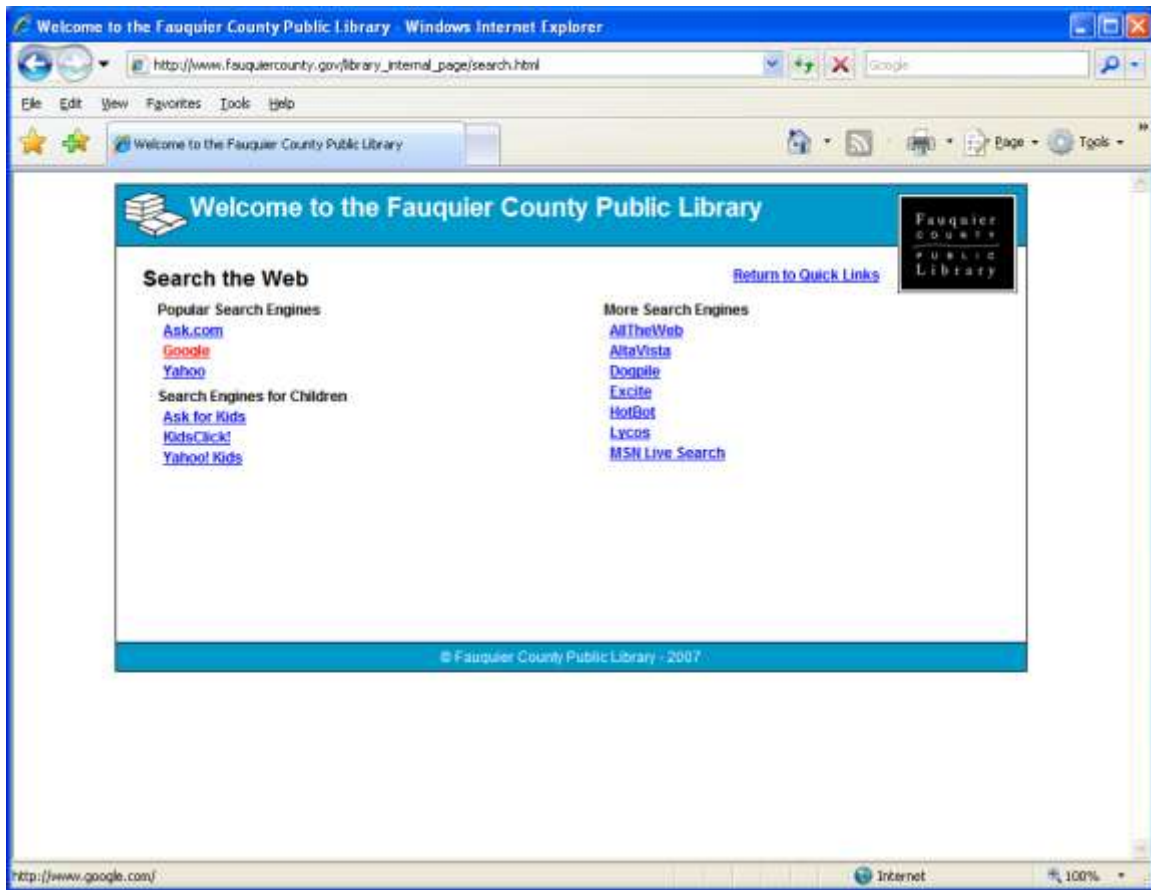
There are several ways you can get to the Google search engine.

1. Type in <http://www.google.com> (this is Google's URL/Web address) in the address bar of the browser and hit the Enter key;
2. Click on the home icon on the browser. This will take you to the "Quick Links" page...

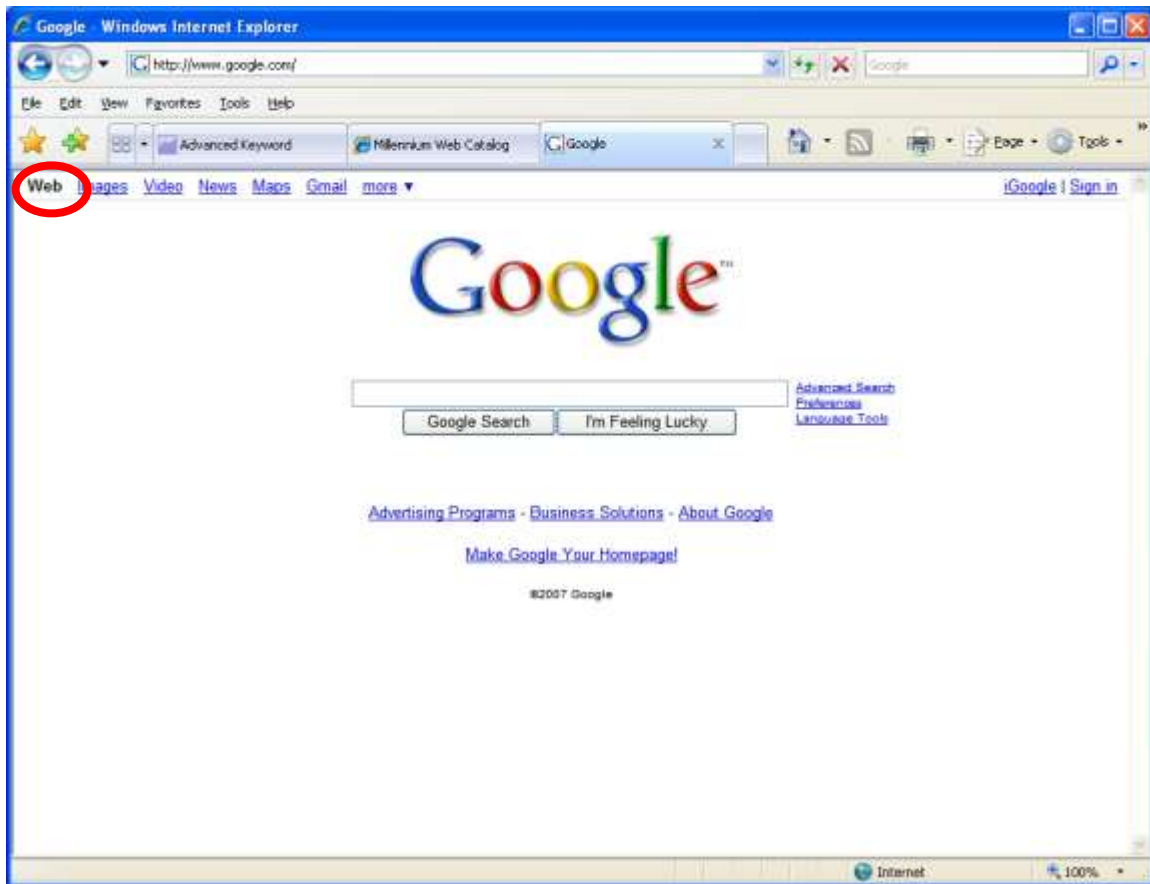


Then click on the Search the Web link/text. This will take you to the “Search the Web” page which includes a number of popular search engines...





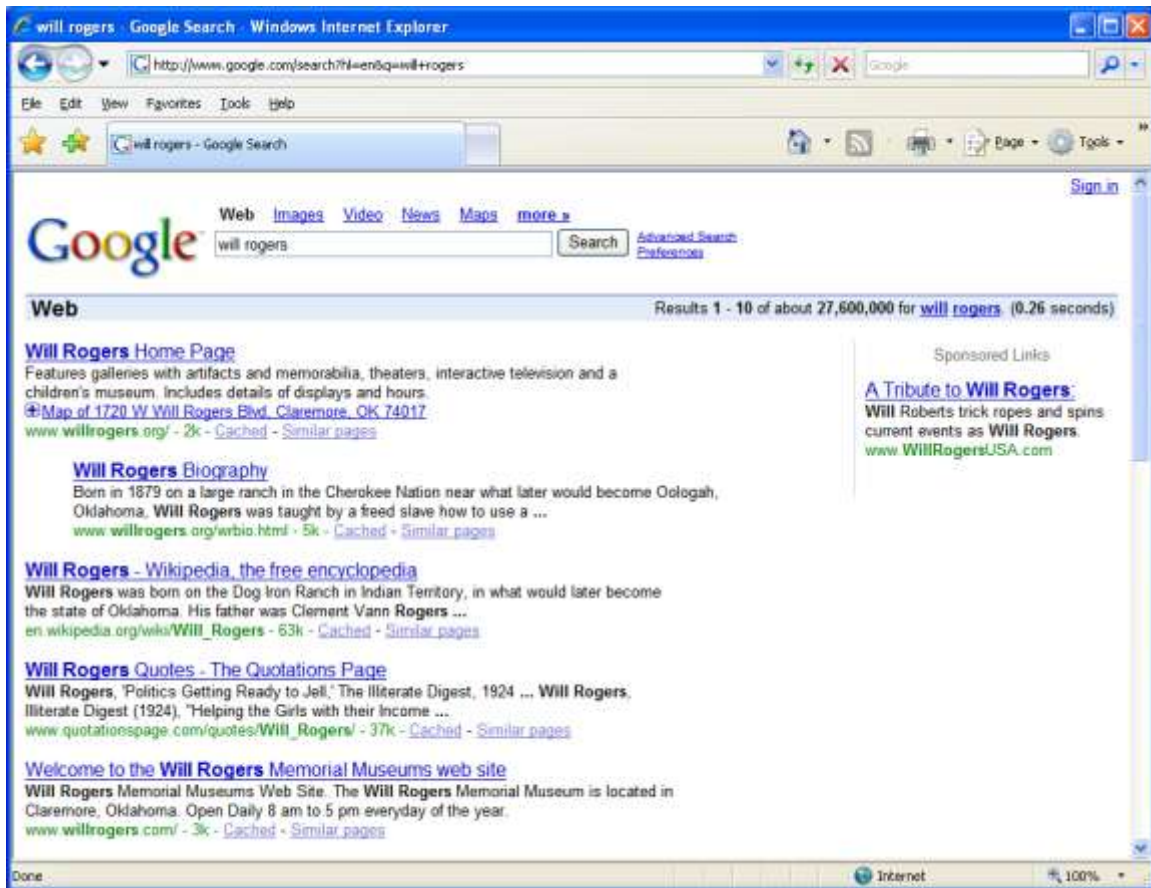
Click on Google and you'll be taken to the Google home page...



From here you can type in your search term(s), click on the Google Search button or hit the Enter key, and find various **Web** sites that meet your search criteria, i.e., the search term(s) you've entered.

You'll notice that Google also allows you to search for Images, Videos, news articles, maps, blogs, patents, etc., that meet your search criteria. For example:

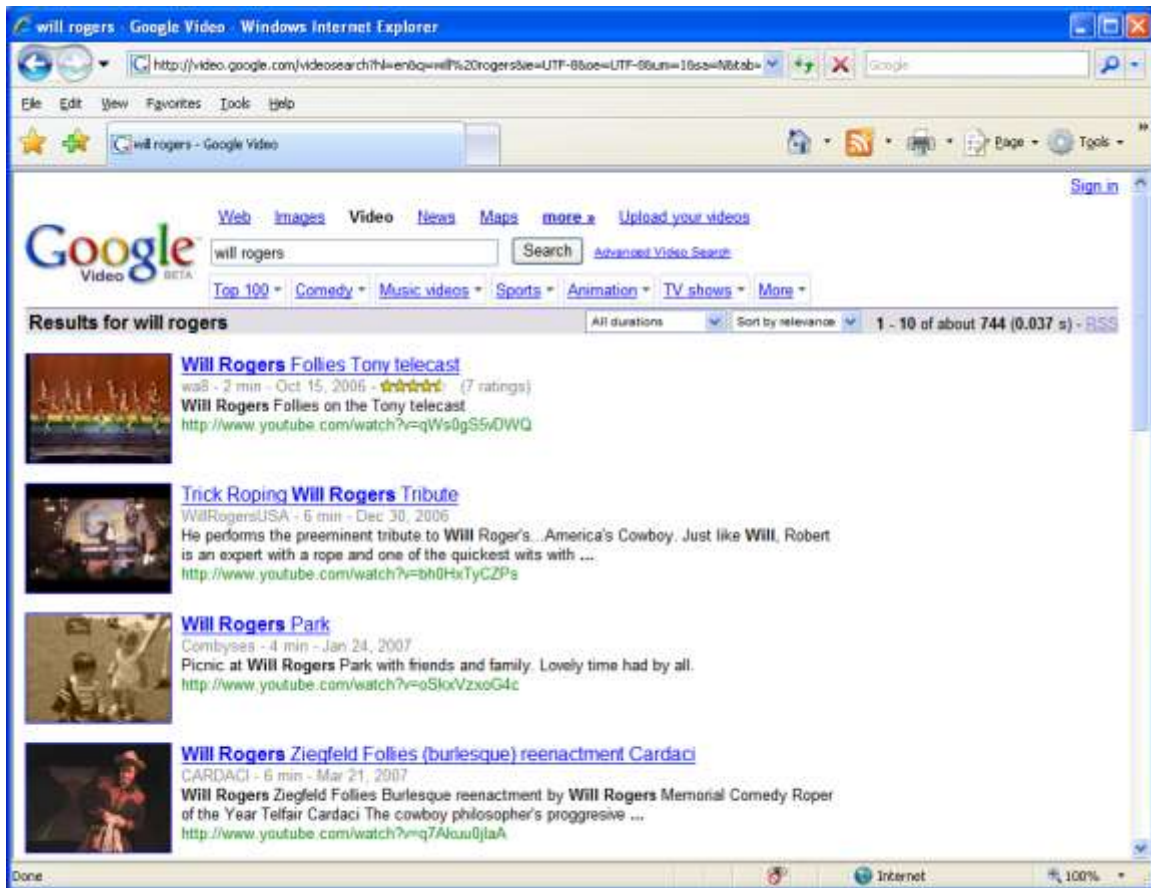
Web sites about Will Rogers...



Images about Will Rogers...

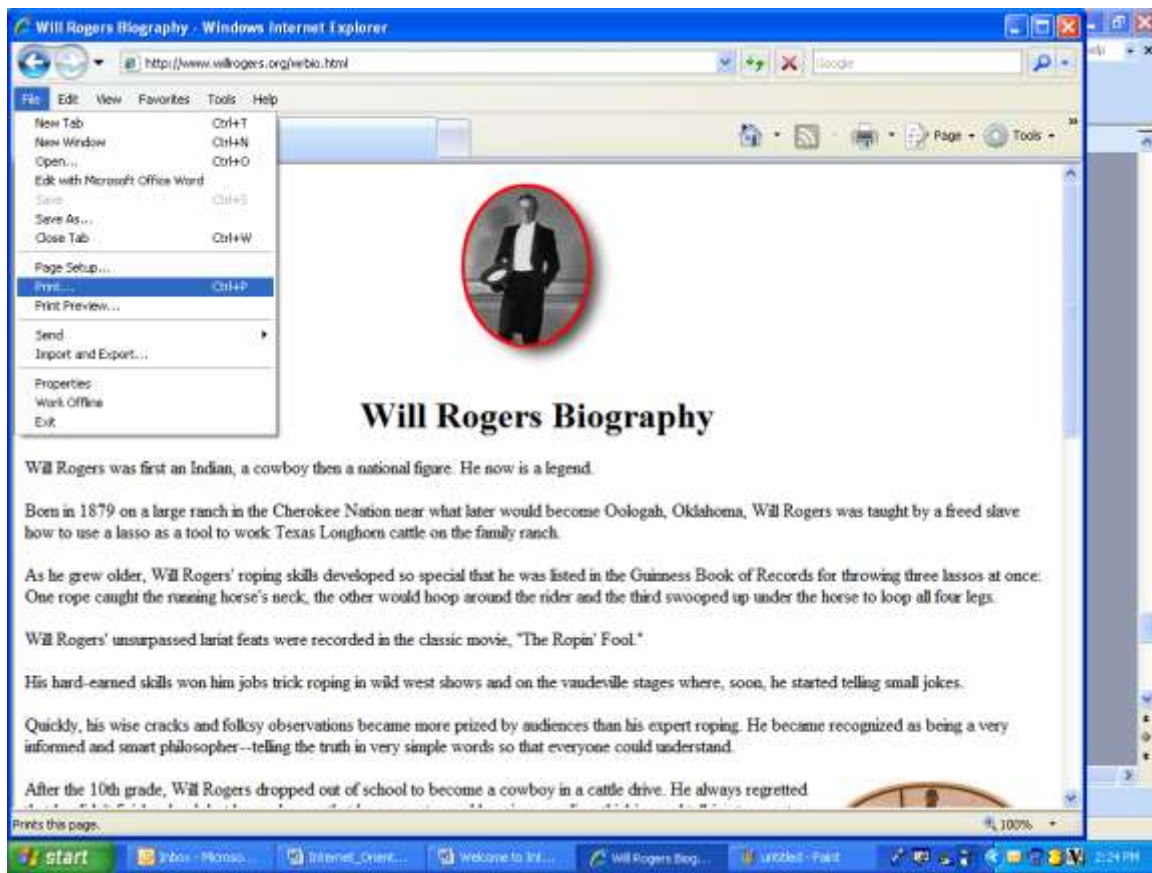


Videos about Will Rogers...

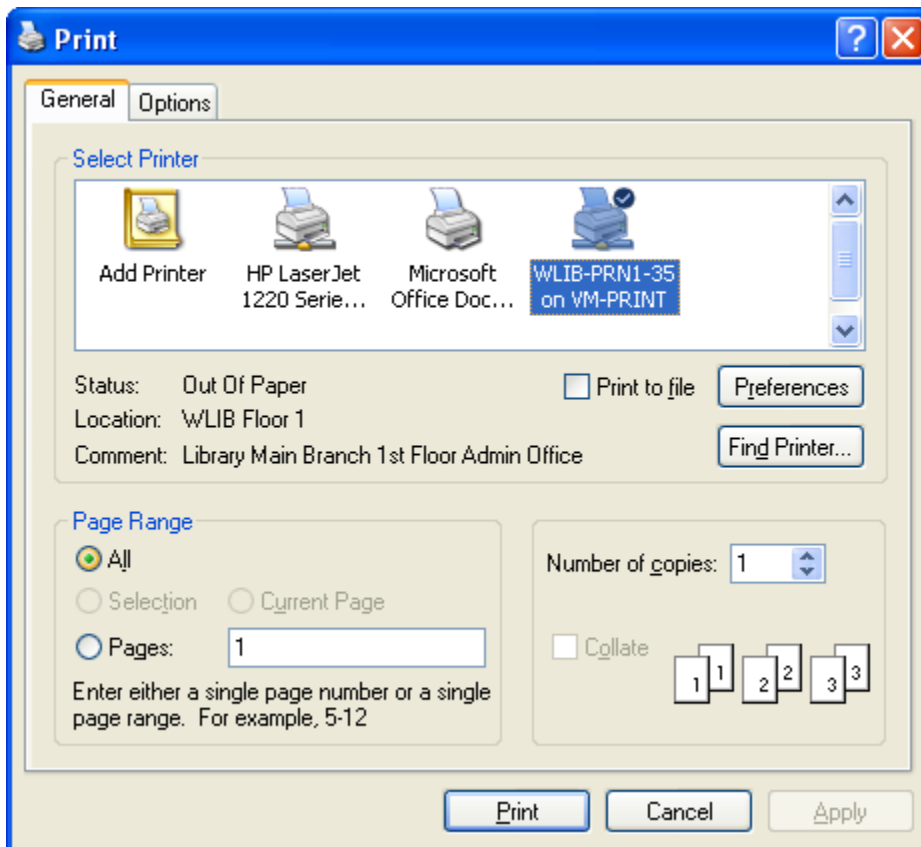


## Step 5: Printing

Say you've found a document on the Web and want to print it out. First, click on "File" in the upper-left-hand corner of the screen and move the cursor to/click on "Print"...



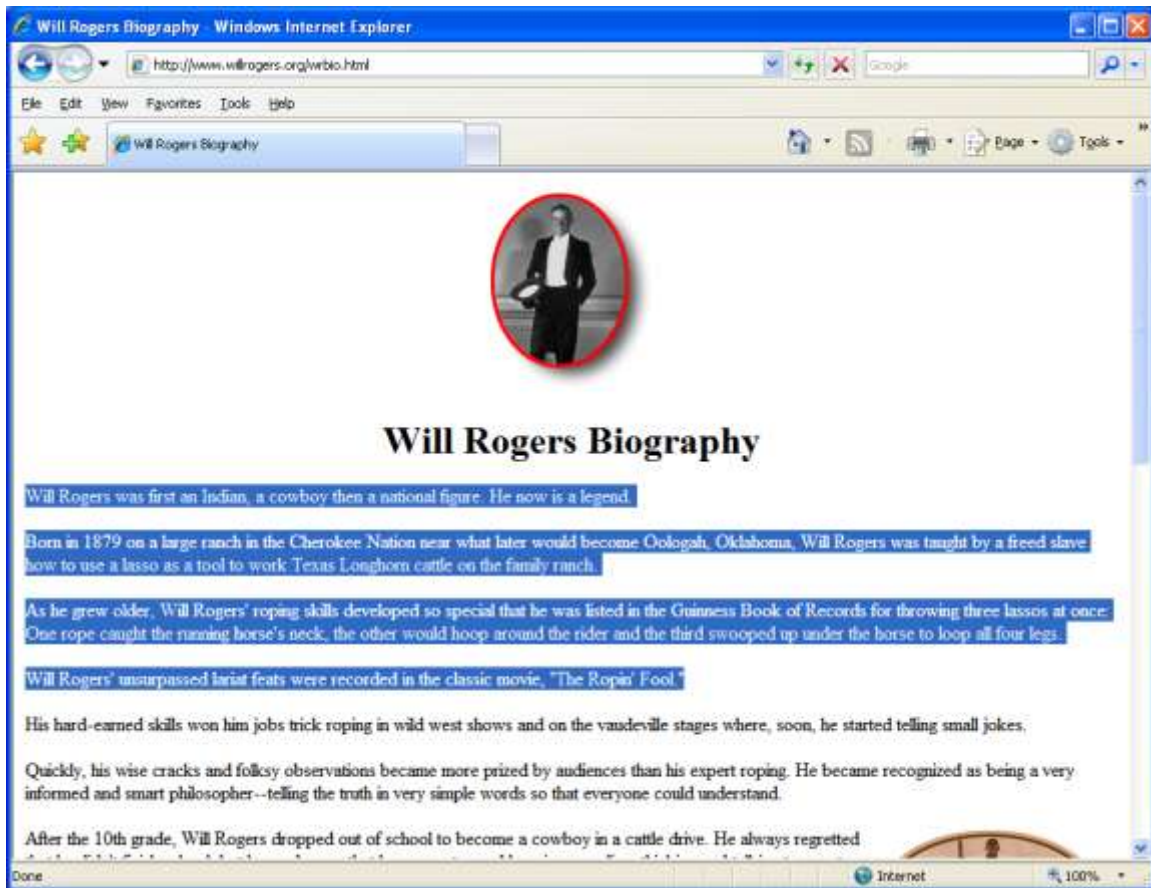
You'll get the print dialog box...



Note: If the “All” option is selected, the entire web page will print when you click OK. This may produce many pages of printed text.

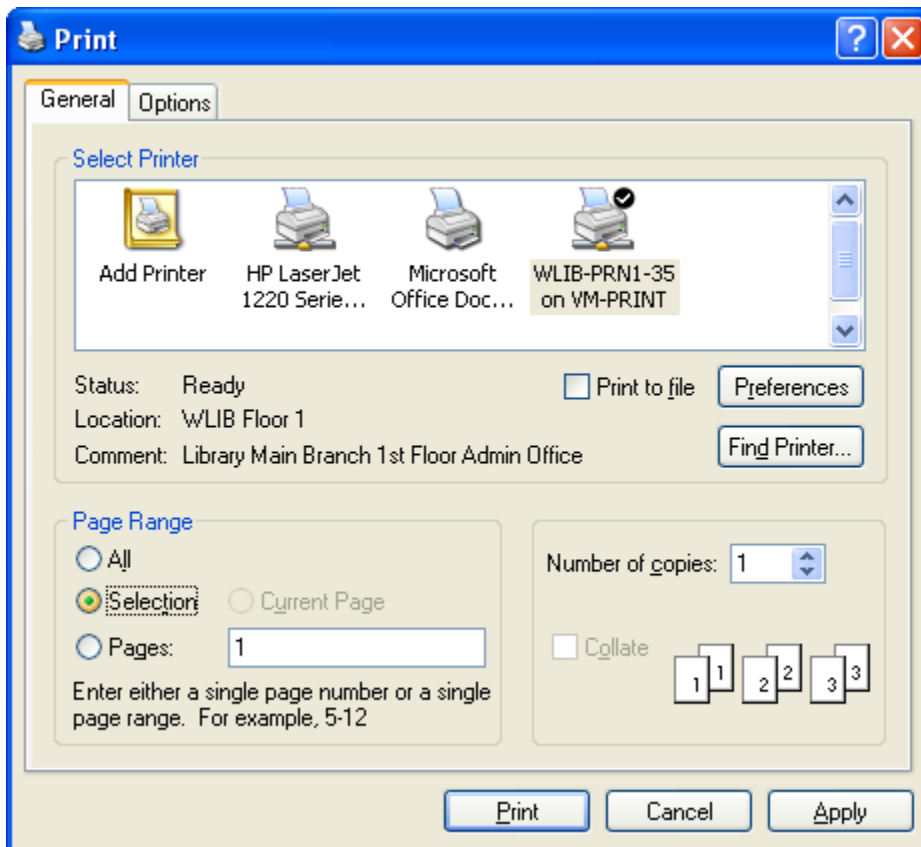
To avoid this and print only what you want, using your mouse, right click and drag over the block of text that you want to print, highlighting it...





Then repeat the steps above, clicking File, selecting Print.

In the print dialog box, click the button labeled “Selection” versus “All”

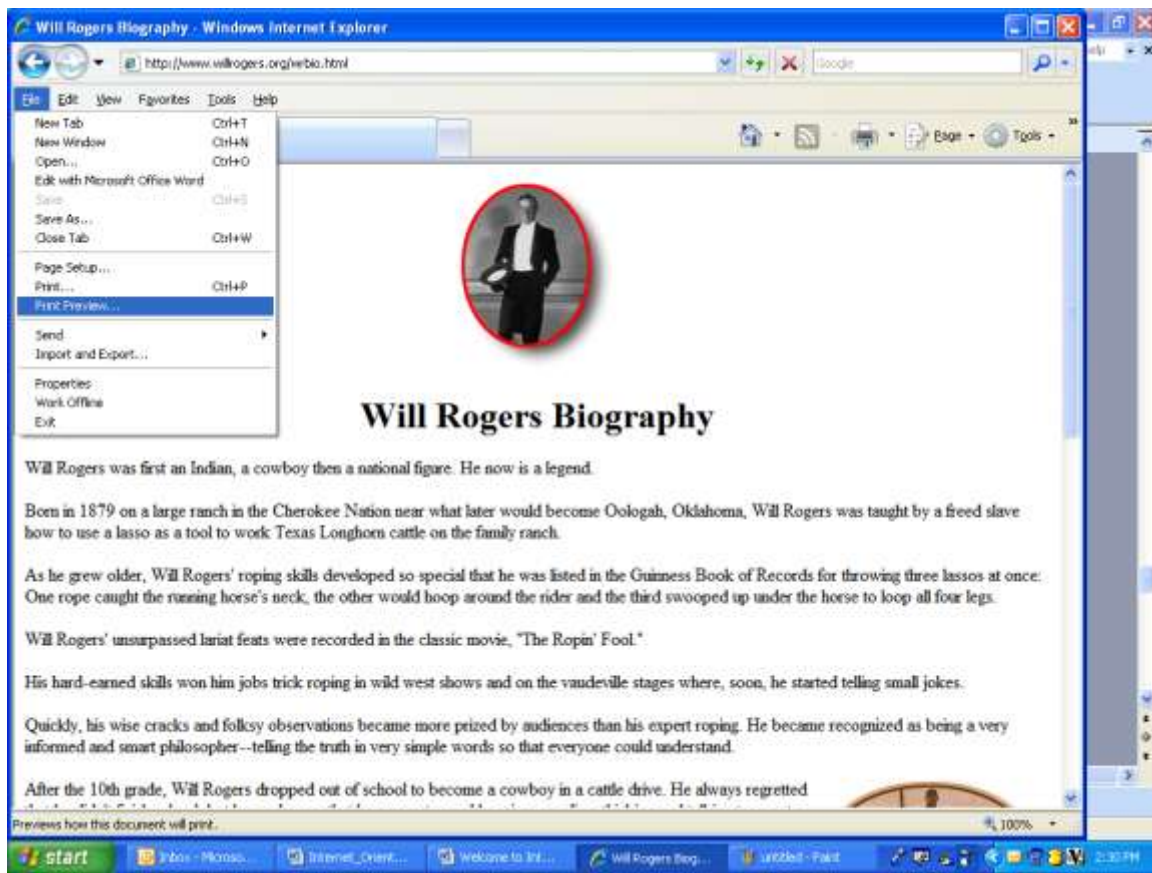


Only the highlighted area will be printed when you click the Print button.

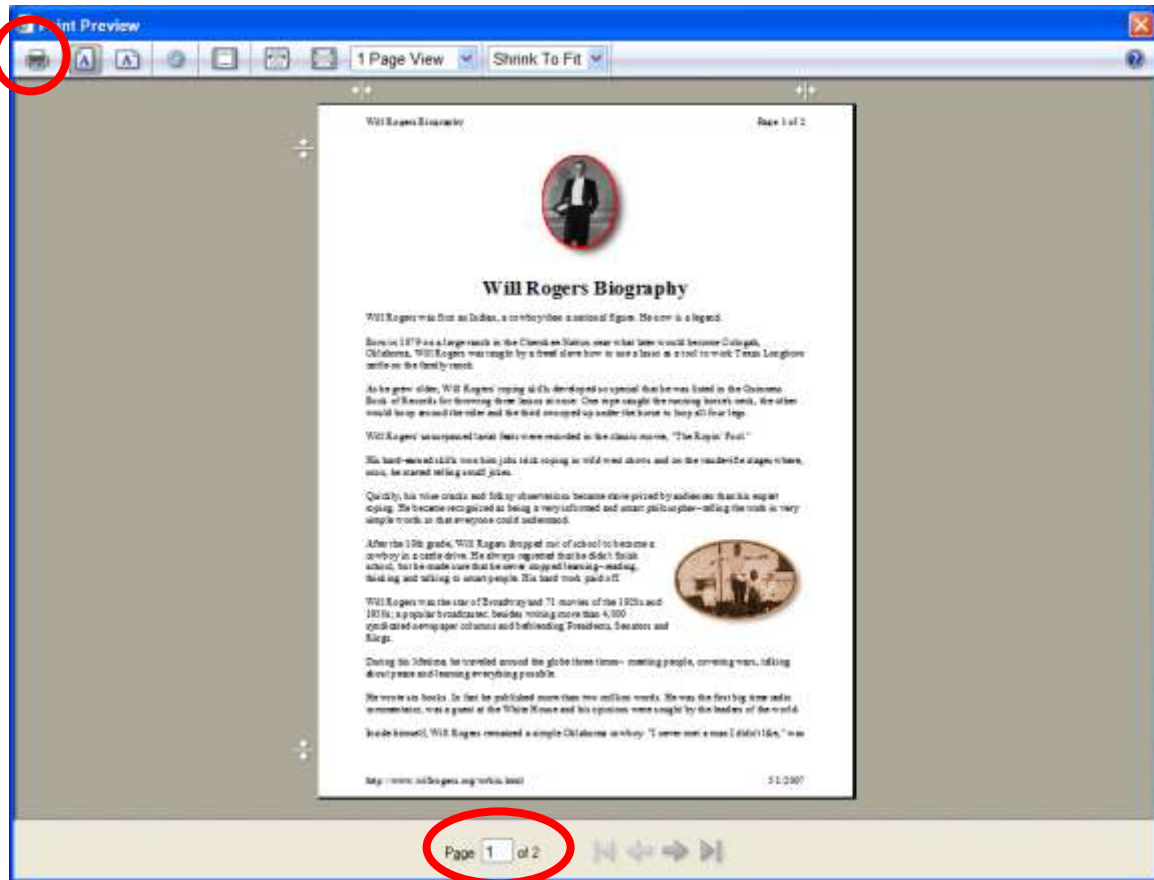
**Tip: Save Money/Trees**

Before you print a Web page, you may want to find out how many pages will be printed (the library charges ten cents a printed page).

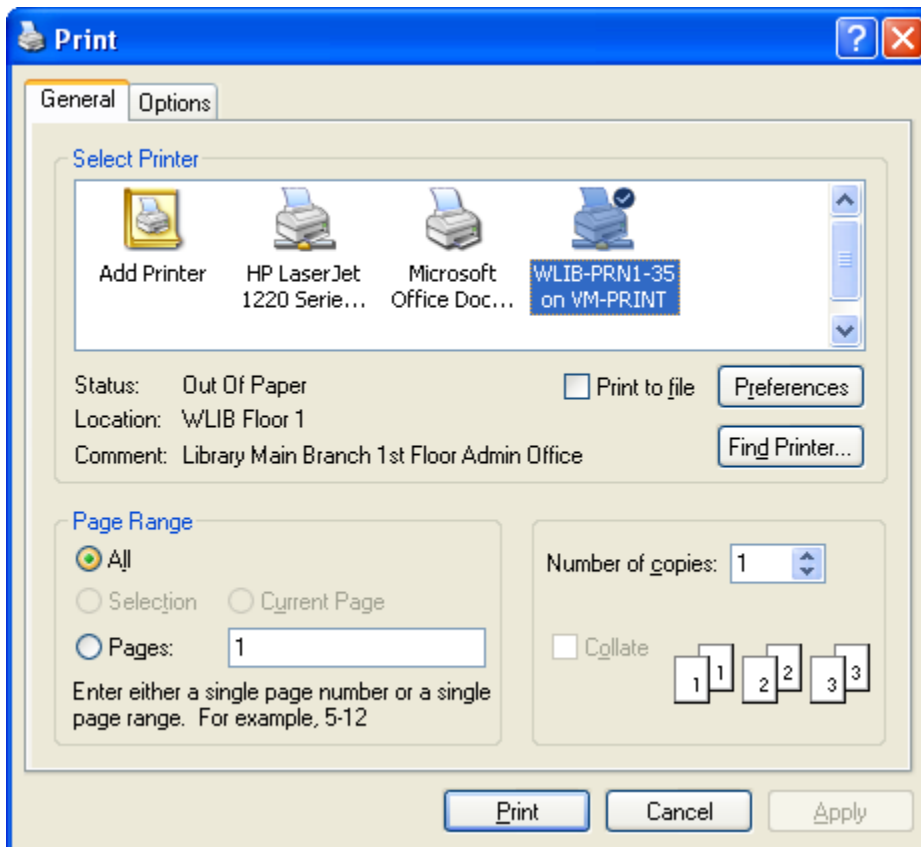
First, click on “File” in the upper-left-hand corner of the screen and move the cursor to/click on “Print Preview”...



A preview screen will appear...



You'll see at the bottom that there are two pages for this particular document. You can click on the printer icon located at the top left of this screen to print the document. You'll get the print dialog box...



Click on the Print button to complete the job.



Congratulations!

You've now completed the following tasks:

- Typed in an Internet address to go to a particular web site;
- Clicked on an underlined link or image to connect to another web page or site;
- Used the mouse to scroll up and down the page;
- Used the back and forward buttons on the browser;
- Used Google to find information;
- Printed out a Web page;

Below are a couple of online tutorials to help you practice the skills you've learned today (and hopefully acquire some new skills).

(Remember...to get to these online resources, copy/paste or type in the URLs (<http://www...>) into the browser and hit the Enter key to go there.)

- [http://www.aarp.org/learntech/computers/basic\\_web/](http://www.aarp.org/learntech/computers/basic_web/) - basic tutorial from AARP
- [http://www.aarp.org/learntech/computers/inter\\_web/a2004-10-27-intermediatebrowsing.html](http://www.aarp.org/learntech/computers/inter_web/a2004-10-27-intermediatebrowsing.html) - more advanced tutorial from AARP

- <http://www.bellaonline.com/articles/art8057.asp> - lists mouse and typing practice sites
- <http://www.commoncraft.com/> - browse their collection of videos on technology to get more information on computer software, hardware and the World Wide Web